

# DIRECTIVE

## JOB TRAINING PARTNERSHIP ACT

Number: D99-5

Date: September 29, 1999  
69:98:jp:3124

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: JTPA CAPACITY-BUILDING SALT FUNDS

### EXECUTIVE SUMMARY:

#### Purpose:

This directive provides procedures regarding capacity-building State-Approved Local Training (SALT) funds that are used to meet local needs for professional development, “best practices” training, travel costs for State-sponsored meetings, and other capacity building activities.

#### Scope:

Funds provided through SALT are available to Service Delivery Areas (SDA) for local capacity-building activities.

#### Effective Date:

This directive is effective immediately.

### REFERENCES:

- Job Training Partnership Act (JTPA) Section 202(c)(3)(A)
- Title 20 Code of Federal Regulations (CFR) Sections 627.903(c), 628.205(a)(2), and 628.325(c)
- Title 29 CFR Part 34

### STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

## **FILING INSTRUCTIONS:**

This directive supersedes JTPA Directive D98-8, dated October 29, 1998, and finalizes Draft Directive DD-22, issued for comment on August 19, 1999. Retain this directive until further notice.

## **BACKGROUND:**

The JTPA Amendments of 1992 permitted the use of capacity-building funds to provide training to SDAs or service provider staff. The Job Training Partnership Division (JTPD) developed the SALT process, with the support of the JTPA Capacity-Building Workgroup. The SALT funding provides local resources in order to meet training needs in two key program areas: professional development and "best practices." The SALT funds will also continue to be used as a resource for in-state travel associated with capacity-building efforts and attendance at State-sponsored meetings.

## **POLICIES AND PROCEDURES:**

This directive provides policy direction regarding the application for and use of SALT funds. Such local training funds are intended to enhance the capacity of front-line staff providing JTPA customer services. Training should not duplicate training available at the state level, unless it provides additional components that are specifically relevant to local needs. The SDAs obtain SALT funding for capacity-building efforts via application, certification, and reporting processes. The SALT process also requires that SDAs set aside sufficient travel resources to attend training or meetings as directed by the JTPD. Travel reimbursement from the State for attendance at such meetings will not be available. Funding amounts are determined by local need, based on the application submitted by the SDA.

## **ACTION:**

### **Application:**

***For Program Year (PY) 1999/2000, the maximum amount of SALT funds available for each SDA is \$25,000.***

***Funds may be used to support "best practices," professional development, and compliance training (if not available through the State or its contractors). Funds may also be used to attend conferences or seminars designed to enhance staff capacity.***

***The SALT application form is included as Attachment 1. The SALT application process requires the SDA to:***

- ***Provide a training plan for PY 99/00 with estimated costs.***
- ***Certify that the local training plan provides sufficient funds for necessary travel.***

- ***Certify that SALT funds will not be used for staff salaries or benefits.***
- ***Certify that SALT funds will not be used for out-of-state travel.***
- ***Certify that SALT funds will not be used for the development of management information systems.***

***Sufficient SALT funds must be reserved for travel to attend State-sponsored meetings (e.g., SDA Administrators' Quarterly, SDA Advisory Committee, workgroup meetings, etc.). All SALT applications are subject to approval by the JTPD. The SALT funds will be modified into the SDA Title II master subgrant following approval of an application.***

***Submit SALT applications to:***

***Manager, Capacity Building Unit  
Job Training Partnership Division  
Employment Development Department  
P.O. Box 826880, MIC 69  
Sacramento, CA 94280-0001***

***The SALT Funding Application and SALT Year-End Report are available in the JTPD Resource Information Center at <http://www.edd.ca.gov/jtparico.htm>. Original, signed, SALT Application forms must be sent to the above address; however, copies of application forms may be faxed to JTPD at (916) 654-9657.***

***Please submit applications as soon as possible. Applications must be received no later than November 16, 1999. Late applications will not be considered for funding. The SDAs that have failed to submit their PY 98/99 financial reports by August 20, 1999, and SALT Year-End Report by August 28, 1999, are not eligible for PY 99/00 SALT funds.***

***Reporting:***

***The SDAs will be required to submit a JTPA 12 report for SALT (Title II) funds. The JTPA 12s are required pursuant to JTPA Directive D97-2, Closeout Reporting Handbook.***

***The SDAs must also submit a SALT Year-End Report (Attachment 2) reflecting the actual use of SALT funds. Costs reflected on the SALT Year-End Report and associated JTPA 12 must reconcile. Final reporting of PY 99/00 expenditures regarding the use of the SALT funds is required by August 20, 2000.***

***A maximum of \$25,000 per SDA is available for SALT. Any unexpended SALT funds as reflected by the JTPA 12 submitted at the close of PY 99/00 will be returned to the State via subgrant deobligation.***

## **INQUIRIES:**

Please contact your assigned program manager for further information or questions.

/S/ BILL BURKE

Assistant Deputy Director

Attachments are included as part of this document in *Portable Document Format (PDF)* and are also available in *Microsoft Word* by clicking on the links below.

1. [State-Approved Local Training Funding Application](#)
2. [State-Approved Local Training Year-End Report](#)

## STATE-APPROVED LOCAL TRAINING FUNDING APPLICATION

State-Approved Local Training (SALT) funds are to be used to provide capacity-building resources for training and development of Service Delivery Area (SDA) and service provider staff. Sufficient SALT funds must also be reserved for travel necessary to attend State-sponsored meetings (e.g., SDA Administrators' Quarterly, SDA Advisory Committee, and other required meetings).

The SALT funds may be used for tuition, travel, per diem, training materials, and contracted training. Training is targeted towards two key program areas: professional development and "best practices." The SALT funds should be targeted to front-line staff (e.g., those staff providing direct participant services). Training should not duplicate training available at the State level, unless it provides additional components that are specifically relevant to the locally-driven needs.

Examples of professional development training include, but are not limited to, Total Quality Management, Time Management, Budget Management, Writing Skills, Effective Presentations and Interpersonal Skills. Examples of best-practices training include file management, assessment, and marketing—where best-practice is a function of local choice.

Please describe on the application the proposed use of SALT funds. Such description should include course titles, number of staff (front-line or administrative) attending, and associated estimated costs.

The SALT funds may not be used for the following:

- Administrative costs.
- Staff salaries or benefits.
- Out-of-state travel.
- Development or implementation of management information systems (as noted in Section 627.903(c) of Title 20 CFR, Final Rule).

A final report of expenditures and description regarding the use of funds is required by August 20, 2000. The standard form, JTPA 12, and a SALT Year-End Report will be used for these purposes.

## STATE-APPROVED LOCAL TRAINING FUNDING APPLICATION (CONTINUED)

The \_\_\_\_\_ Service Delivery Area (SDA) hereby applies for \$\_\_\_\_\_ in SALT funds and further certifies these funds will be used in accordance with the provisions contained in the master subgrant and the conditions of the application. Fund use will be consistent with applicable program requirements. The SDA also certifies that sufficient funds have been set aside to provide for the travel necessary to attend meetings as required by the Job Training Partnership Division. Unexpended funds will be returned to the State effective August 20, 2000.

\_\_\_\_\_  
SDA Director

\_\_\_\_\_  
Date

*For Persons Attending, please indicate the number of proposed trainees. The trainees should be denoted by either L for front-line or A for administrative staff. For Training Type, please indicate either C for Compliance, PD for Professional Development, or BP for Best Practices.*

Title of Training, Seminar/Conference, or Travel	Vendor/ Training Facility	Persons Attending		Training Type	Cost
		L	A		

(Attach additional pages if necessary)

**TOTAL COST:**

For JTPD Use Only		
Reviewer:	Amount Approved:	Date:

## **STATE-APPROVED LOCAL TRAINING YEAR-END REPORT**

State-Approved Local Training (SALT) funds must be used to support capacity-building activities at the local level. The SALT funds are targeted to front-line staff who provide direct program participant services.

The SALT Year-End Report requires the following information:

- Activity (e.g., training title, meeting topic, travel description).
- Vendor/training facility.
- The number of persons who attended.
- Their designation as either front-line or administrative staff.
- The type of training (e.g., either compliance, professional development, or “best-practices” training).
- Cost for activities listed.
- Total costs.

Training activities may include formal training, peer consultant services, and travel (including per diem) to attend training, conferences, or meetings. Tuition, travel, per diem, training materials, and contracted training activity should be included in total training costs.

The SALT funds may not be used for administrative costs, staff salaries or benefits, out-of-state travel, training available through the State or its contractors, or the development or implementation of management information systems.

Final reports of expenditures and a description regarding the use of funds are required by August 20, 2000. The standard form, JTPA 12, and this SALT Year-End Report will be used for these purposes. All unspent funds will be returned to the State via subgrant deobligation.

## STATE-APPROVED LOCAL TRAINING YEAR-END REPORT (CONTINUED)

The \_\_\_\_\_ Service Delivery Area (SDA) provides this Year-End Report regarding the use of SALT funds and further certifies these funds were used in accordance with the provisions contained in the master subgrant and the conditions of the SALT application. The SDA also acknowledges all unspent funds will be returned to the State effective August 20, 2000.

\_\_\_\_\_  
SDA Director

\_\_\_\_\_  
Date

*For Persons Attending, please indicate the number of trainees who attended training. The trainees should be denoted by either L for front-line or A for administrative staff. For Training Type, please indicate either C for Compliance, PD for Professional Development, or BP for Best Practices.*

Activity, Title of Training, Seminar/Conference, Meeting Topic, or Travel	Vendor/Training Facility	Persons Attended		Training Type	Cost
		L	A		

(Attach additional pages if necessary)

**TOTAL COST:**

For JTPD Use Only	
Reviewer: _____	Date: _____